



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
CIVILIAN HUMAN RESOURCE MANAGEMENT AGENCY  
HEIDELBERG CIVILIAN PERSONNEL ADVISORY CENTER  
UNIT 29351, BOX 180  
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AEAGA-CHD

MAY 12 1999

MEMORANDUM FOR: All Organizations Serviced by the Heidelberg Civilian Personnel  
Advisory Center

SUBJECT: TAPES Changes Effective with Next Rating Cycle

1. On 20 January 1999, Change 1 to Army Regulation 690-400, Chapter 4302, Total Army Performance Evaluation System (TAPES) was issued by the Department of the Army. At the time of issuance, USAREUR implementation guidance was not provided. Prior to local execution, we requested your input on whether or not to maintain the requirement for a senior rater. The responses from you, our customers, were overwhelmingly to retain the senior rater in place. We will therefore retain the use of senior raters within USAREUR. We have now received the USAREUR implementation guidance for Change 1 and have attached a copy for your use/retention. You may also view the DA Change 1 to AR 690-400 in the library section at [www.cpol.army.mil](http://www.cpol.army.mil).
2. The purpose of this memorandum is to announce that the new TAPES changes will take effect at the beginning of each of the next respective rating cycles. The first affected rating cycle is for Base System employees in grades 1 through 5 and equivalent. **Starting 1 May 1999, the summary rating level standards for Base System employees grades 1 through 5 & equivalent has increased** (see attachment for specifics). As each respective rating cycle begins, please ensure that when you meet with your employee(s) to effect the next cycle's performance plans, that you inform them of the **higher rating standards**.
3. New performance plans forms have been issued dated August 1998. Access to these forms is at [www.usapa.army.mil/forms/forms13.html](http://www.usapa.army.mil/forms/forms13.html). If these forms are unavailable, you may pen and ink the May 1993 versions that are currently available.
4. Please keep in mind that all employees are required to have a mid-point counseling as well as an initial counseling. Effective feedback will mitigate any surprises at the end of rating cycles.
5. Your point of contact is Carol Simley, Heidelberg Civilian Personnel Advisory Center, 370-3581; [csimley@chrma.usareur.army.mil](mailto:csimley@chrma.usareur.army.mil)

  
UTE JEROSCH  
Personnel Officer

TAPES CHANGES NOW IMPLEMENTED  
***CORRECTED VERSION***

- 1) A decision has been received that Senior Raters are "in" for the European TAPES scene.
- 2) Implementation of the **new changes will begin** when the current rating cycle ends.

*	GS/WS 13 & above (GM&ES)	1 Jul 99
*	GS/WS 9 thru 12	1 Nov 99
*	GS/WS 6-8/WG 6 & above and All WL	1 Feb 2000
*	All GS/WS/WG 1-5	1 May 99

- 3) You can find and download the new Appraisal DA Forms-August 1998 on the web at: [www.usapa.army.mil/forms/forms13.html](http://www.usapa.army.mil/forms/forms13.html).

4) IMPORTANCE OF THE CHANGES:

Employees **must be informed** that the Summary RATING FORMULAS have CHANGED as follows:

SENIOR SYSTEM

- |          |  |
|----------|--|
| Level 1: | To be Rated Excellence in <b>75%</b> or more of rated Objectives and Success in Remainder.<br>NOTE: Ratee with Supervisory duties <b>must be</b> rated Excellence in either Organizational Management / Leadership or EEO/AA |
| Level 2: | To be Rated Excellence in <b>25-74%</b> of rated objectives and Success in remainder.<br>NOTE: Ratee with Supervisory duties <b>must be</b> rated Excellence in either Organizational Management / Leadership or EEO/AA.     |

BASE SYSTEM

- |          |   |
|----------|---|
| Level 1: | (No Supervisory Duties) Rated Excellence in at least 3 or the 4 responsibilities and Success on remainder.<br><br>(With Supervisory Duties) Rated Excellence in 4 or more of the 6 responsibilities – at least one of which |
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